



JOB DESCRIPTION

Position Title: **Associate Technician**

Working Area: **Support Services**

Class Code: 3012

Non-Exempt

EEO Code: 06

Effective Date: August 29, 2002

Major Function

Performs a variety of semi-skilled and specialized work in one or more of the following areas: reproduction of printed materials, mail delivery and special services.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Print Shop

Plans and schedules Print Shop work activities. Verifies information on printing requisition to assure proper charge back to appropriate department.

Operates photocopying, drills, punch press, folding, stapling, cutting and binding equipment. Cleans and makes minor repairs and adjustments to machines to maintain in good working order. Schedules preventive maintenance and requests repairs as necessary.

Maintains inventory and initiates orders for replenishment of materials and supplies. Maintains records of work performed, including printing materials used.

Performs other duties as assigned or as may be necessary.

Mail Delivery and Service

Makes daily pick up and delivery of inter-department and U.S. Postal Service Mail to departments and divisions. Maintains inventory and delivers desktop copier supplies as necessary.

Operates postage meter, conducts daily balance of postage meter charges and replenishes meter as necessary. Maintains daily record of departmental mail charges to insure proper charge back.

Delivers and obtains signatures for all express and registered mail.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Knowledge of the operation of various photocopying, and postage processing equipment.

Ability to plan and maintain work schedules. Ability to prepare and maintain accurate work records. Ability to follow written and oral instructions.

High School Diploma or GED and one (1) year experience in the operation of standard duplicating and photocopying equipment, and postal equipment.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is typically an office workroom environment, most duties are performed standing or walking within the assigned work area. This position has high exposure to noise and work is performed in an area that has high dust and exposure to printer toner. Position is required to perform moderate lifting or carrying of items weighing between 25 and 50 pounds. Position may be required to perform duties that require bending, stooping or standing. Position requires incumbent to operate machinery and to drive a vehicle to deliver mail.